

POLICY NAME MEDICAL LEAVE OF ABSENCE

POLICY NUMBER 2.4.9

CATEGORIES

DATE PROPOSED: 8/19/19

DATE OF VOTE: 8/21/19

ACCEPT (Y/N): Y

Any full time Ice Sports Center (ISC) employee who is temporarily disabled and unable to work due to a medical condition may request a medical leave of absence from the Senior Facility Manager (SFM), provided such period would not exceed 30 days (240 hours). To be eligible for paid medical leave, an employee must have worked for the ISC for at least one year and have completed 1,900 hours over the 12 months prior to the commencement of the leave.

The first 10 days (80 hours) of a medical leave of absence must be charged to the employee's Paid Time Off (PTO) bank. In the event that the employee has exhausted his/her PTO time prior to the beginning of an approved medical leave, the first 10 days (80 hours) of medical leave will be unpaid.

The term "medical condition" as used encompasses all temporary medical disabilities, including but not limited to pregnancy, childbirth, and related medical conditions. A medical leave of absence must be requested for any period of disability expected to exceed 10 (80 hours) consecutive working days.

A full time ISC employee who requires a leave of absence for medical reasons must notify the SFM in writing of the need for such a leave as soon as the employee learns that he is, or will become, temporarily disabled and unable to work due to a medical condition. Such notice must specify the reason for the leave, the date such leave is expected to begin, and the planned duration of the disability. An employee who requests such a leave will be required to provide initially, and from time to time, proof of disability in the form of a physician's statement. The SFM, at his/her sole discretion, may require a second opinion from a physician of its choice prior to, and at any time during, the medical leave of absence. An employee returning from a medical leave of absence may also be required to provide a physician's statement that indicated that he/she is able to return to work.

Medical leaves may be extended beyond 30 days (240 hours) subject to the preceding criteria with the approval of the Board of Control. Requests for extensions of medical leaves of absence will be considered, if they are received by the SFM in writing before the expiration of the previously approved leave.

Employees requesting extensions on Medical Leaves beyond 240 hours will be expected to expend remaining accumulated PTO before the Board will consider additional extensions.